

SUCCESS WITH EMOTIONAL INTELLIGENCE YOUR WORDS AND INNER MINDFULNESS





Emotional Intelligence is a term introduced by John D. Mayer (University of New Hampshire) and Peter Salovey (Yale University) in 1990. It describes the ability to (correctly) perceive, understand and influence one's own and other's feelings. The concept of emotional intelligence is based on the theory of multiple intelligences by Howard Gardner, whose core idea was already referred to as "social intelligence" by Edward Lee Thorndike and David Wechsler. Thorndike clarified this already in 1920 with an example, according to which the (technically) best mechanic as a foreman will fail if he lacks social intelligence. The topic "emotional intelligence" is therefore also a contribution to the discussion of the question of success in life and work.

Learn in 3 seminar parts how to use your potential for yourself and for your work and business. Reach the potential for more success all aspects of your life.

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| <p><i>Basis Module</i></p> <p>Basic education for developing your potential of emotional competence</p> |
| <p>Know your own emotions Influence emotions To put emotions into action Empathy Dealing with relationships</p> |
| <p><i>Training Module</i></p> <p>Training: Emotional Competence Practitioner</p> |
| <p>Inner mindfulness Interpersonal skills Social competence training Dealing with own and foreign feelings Learning stress tolerance Self-worth Emergency kits</p> |
| <p><i>Reflection Module</i></p> <p>Self-transformation through your own emotional competence</p> |
| <p>What we think and what we say. Be close to yourself. Change your own language. Dealing with own emotions Beliefs / Dogmas Interpretations Avoiding negative phrases Avoiding excuses Our justification system Talk about facts</p> |



BASIS MODULE

Self-transformation through inward emotional competence





Know your own emotions

You can recognize and accept your own emotions as they occur. This ability is crucial for understanding one's own behavior and one's own drives. (Background: Many people are at the mercy of their feelings, reject them and fight or avoid them - instead of being aware of the fact that one can actively control emotions.)

Influence emotions

Learn how to handle your feelings in ways that are appropriate to the situation rather than dramatizing or downplaying. This includes the ability to calm you and alleviate feelings of anxiety, irritability, disappointment or hurt, and enhance positive feelings. This helps to overcome setbacks or stressful situations.

To put emotions into action

Learn to influence emotions to help yourself to achieve your goals. This is the core of self-motivation and promotes creativity and the frequency of success. It also means that you are able to postpone short-term (emotional) benefits and enticements (reward delay) and to suppress impulsive reactions. This longer term perspective is the basis of any success.

Empathy

This is the foundation of all human understanding and the foundation of interpersonal relationships. A person who recognizes what others feel can detect the often-hidden signals in others' behavior much earlier and find out what they need or want. But also recognize how it is possible through empathy as they are also negatively influenced. Empathy is therefore a value-neutral ability - it can have an individually positive or negatively felt effect. Empathy is the basis of successful human societies only in terms of society as a whole, and an emergent order emerges.

Dealing with relationships

This ability or the skill of forming relationships essentially consists in dealing with the feelings of other people. It is the basis for a smooth cooperation in almost all business and private environments. It is also the prerequisite for popularity, appreciation and integration in a community, but also for leadership ability (Goleman), so a capacity that have a positive effect.



TRAINING MODULE

Emotional Competence Practitioner





Inner Mindfulness

Inner mindfulness teaches you techniques to feel and perceive yourself better and to trust your perception. You should be able to feel safe in a situation without having to evaluate or value it, and find the right amount to be able to participate in the situation or to keep their distance from it. This is where the beginnings of Zen flow. Goals are to gain more awareness in everyday life, to gain more control over you and to reconcile feelings and understanding.

Interpersonal Skills

The Interpersonal Skills module is designed to empower people to build and maintain relationships. It is important to consider when meeting others, whether it is more important in the respective situation, to maintain the relationship or enforce their own will. Factors affecting your social skills are identified as well as factors that promote your competence. Conspicuous self-testimonials are developed for the respective areas (eg "I can trust myself, I can respect myself, I am worthy of being respected, I have the right to make sure I am well."). It should enable you to succeed in your own desires, goals and opinions, without endangering your relationship with others, being respected by other people and maintaining your own self-esteem.

Social competence training

This module is related to social skills training. It is about the perception of our own needs, their expression, enforcement and differentiation from others. Social self-confidence strategies are taught and appropriate behaviors are trained, with the aim of strengthening the competence in dealing with others. For example: "How can I ask if I need something? How can I say no or better prevail? How can I handle conflicts with other people appropriately and effectively? How can I maintain a relationship? "Dealing with own and foreign feelings.

Dealing with own and foreign feelings

In dealing with feelings, you learn to recognize your different feelings, to name them and to understand their meaning for their actions. Emotions are signals that give us guidance, such as whether you're upset something, and it's important to express uncomfortable feelings as well. You will learn skills for observing, describing and understanding feelings, reducing vulnerability, taking steps towards pleasurable feelings, letting go of emotional suffering are discussed and practiced. The goal is to understand and accept feelings in their meanings and effects and to strengthen their confidence in their own feelings.



Learning stress tolerance

In stress tolerance, the first step is accepting the fact that you are in stress at the moment. You will learn to have a choice for these moments to act out from the distance (inwardly step back) to limit thinking to the "now" and the next minutes, and the influence of a strong sensory stimulus to get through the situation. They learn how to endure crises and reduce tension through techniques such as: distracting oneself by strong sensory stimuli (e.g. ice cubes), using different techniques to "improve the moment", "pros and cons" (which arguments speak for self-injurious behavior, which against it), accepting the reality, and breathing exercises, "light smile" and mindfulness exercises. Another goal is to learn to bear unpleasant events and feelings, as long as the situation cannot be changed ("radical acceptance").

Self-Worth

With the self-esteem module, you should learn that you have your value. The attitude to yourself should be improved, you should be learned to pay attention to yourself, to love yourself and to care for yourself. The aim of the exercise is to build a healthy self-confidence and self-acceptance.

Emergency Kits

You have the option to set up an individual "emergency kit" those stores important stress-tolerance skills resources. Cards containing the most helpful skills should be carried. You will also receive the necessary toolset with, for example, your personal planner on which the learned skills are registered, and record what skills they have practiced with what success.



Self-transformation through your own emotional competence

REFLECTION MODULE





Self-transformation through your own emotional competence

REFLECTION MODULE

What we think and what we say

Have you ever wondered why you make what decisions? You make the decisions because your subconscious offers the best possible solution from the wealth of your life experience. And so that you can reach it quickly, have no extra effort and experience no surprises of unknown origin. But that also has its traps. Because the subconscious mind has no morality and is not at all creative and certainly not curious if there are other ways in our lives.

In short, our subconscious mind is the sum of all the imaginations, memories, impressions, motives, attitudes, and actions that we have accumulated throughout our lives. Some of them are aware and active and some memories are not. This means that everything that is active at the moment, we are aware. Subconsciously, however, all the stored inactive experiences play into our daily actions and thinking.

Be close to yourself / Change your own language

In all your communication with others there should be your rule. No matter if it is in person in a one to one conversation or via e-mail or text messages on the mobile phone. No matter how and where the conversation is. The more often you use the word "me," the more personal you become. And you will perceive her as a committed personality with a high degree of self-confidence. Your contact person will perceive you as reliable and concrete. You are taken much more seriously than if you always speak of a "man" without obligation.

Dealing with own emotions

That may confuse you now. But if you have a conversation in business life but sometimes in private, you should react with emotions as much as possible, please do not. It saves you a lot of time and thematic detours if you avoid emotions. When your interlocutor praises, gets attacked, sentenced, loved, blamed or touched by other emotions so it generates the reactions in your interlocutor and also in yourself. Learn how they can respond to it in a conversation and also how they receive your emails or other written messaging. Because otherwise it will create a lot more complicated conversation.



Belief / Dogmas

We manipulate ourselves with beliefs. Because we use it to adjust the world and our perception as we see fit. But it's not just thoughts. Because of the truth generated by beliefs, we also act and respond accordingly to our environment. What we sometimes forget is that our view of the world, of the environment is not necessarily the same view of our interlocutor. And that's why we often try to convince our counterpart of our truth.

Interpretation

Creasing your sensitivity to interpret or even observe something helps to prevent misunderstandings by allowing you to question your interpretation: e.g. does your gaze down mean that you are thinking or that you are sad?

Avoiding negative phrases

Those who often and gladly use negative phrases focus on what is not, instead of what is. He behaves like someone who sees the holes but not the cheese. However, the holes can only exist if there is a delicious, aromatic cheese that deserves the attention.

Avoiding excuses

Our fear of making mistakes and being criticized for them is perfect for making excuses. The excuses help us when we have done something not to satisfaction, to calm down to one thing and to justify themselves in some other way. The sneaky of excuses, however, is the more often we use the excuses, and most of the time we use the same excuses, then it becomes the truth for us over time. When we look back then it becomes more and more difficult for us to see what really happened. Because with the excuses, we programmed our subconscious mind in that way, that it perceives it as truth.

Acceptance

Acceptance of the unavoidable - for example, the limited time of our own existence, the limited influence on the behavior of other persons and the occurrence of aversive emotional reactions is an important goal in addition to changing problematic behavior. In particular, the Acceptance and Commitment exercises and other mindfulness-oriented approaches in the field of behavioral science explicitly aim to strengthen the ability or willingness to accept the inevitable part of situations. This happens u. a. by a distancing from control-oriented thoughts and action impulses as well as an emphasis on values, which can give dignity and orientation to the life of the individual in spite of all difficult to accept external and internal circumstances.



Our justification system

Justifications always have a normative component. When we say that a belief is justified, we not only make a statement about its nature but also what it should be from an epistemological point of view. Characteristic of justifications is also their gradual character; they can provide weaker or stronger reasons for the truth of a conviction. Additional reasons may increase the degree of justification of a belief.

Talk about facts

It's easier and more important for your communication with yourself and the others if you limit yourself to facts. This means in practice that you should only talk about what you know for sure. Or you can cite a source. It helps if you cannot "prove" yourself, but you are advised to use the source from which you derive the facts. If you keep the emotions out of your communication and only orient them to facts, your e-mails, your language will be shorter and clearer. There is nothing left to discuss. You save a lot of time. Facts are results of an action. Do not let yourself be carried away by the fact that you are an action with emotional terms and explanations. It does not matter. Only the result counts. What comes on the so-called table is important.

And that is fact.



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